## VERSION 3 – ATTORNEY CASE OPENING CHANGES 8/22/2006

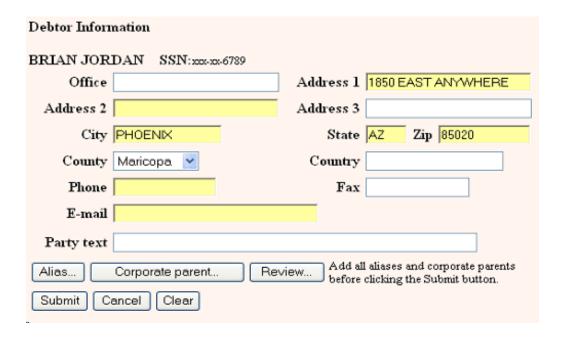
When the court installs Version 3 of CM/ECF, there will be the following changes to the bankruptcy case opening process. If your bankruptcy software includes a one button filing process, you need to contact your software provider and obtain their update for Version 3.

1. There is a new separate process for opening an involuntary case (See the separate Involuntary Case Opening Instructions.) Use the Open a BK Case option for all voluntary cases.



## 2. Changes in BK Case Opening.

When adding the debtor(s) to the case, you no longer need to select debtor as a role. In case opening the first person is automatically the debtor and the second person (only if the case is designated a joint case) is automatically the joint debtor. Even if your debtor may have filed previously, do not select the name from the search list unless it matches exactly the name and address on the petition being filed, instead create a new party.



The Address 1 line, the City, State, Zip and County are mandatory fields and must be filled in order to continue.

In a joint case, you will be prompted to add a joint debtor.

Joint Debtor Information				
ALICE JORI	OAN SSN:Unkn	own		
Office		Address 1 1850 EAST ANYWHERE		
Address 2		Address 3		
City	PHOENIX	State AZ Zip 85020		
County	Maricopa 💌	Country		
Phone		Fax		

The statistical information screen has been re-organized. Under Type of debtor, select only one of the first four radio dots. Then for business cases, you can select one or more of the boxes that apply. In consumer cases, leave all the boxes blank.

		Type of debtor
		<ul> <li>Individual</li> </ul>
		<ul> <li>Corporation (includes LLC &amp; LLP)</li> </ul>
		O Partnership
Fee status	Paid	Other
Nature of debt	consumer v	<ul> <li>Health Care Business</li> </ul>
Asset notice	No v	Single Asset Real Estate
		Railroad
Estimated number of creditors	1 - 49	Stockbroker
Estimated assets	\$100,001-\$500,000	<ul> <li>Commodity Broker</li> </ul>
		<ul> <li>Clearing Bank</li> </ul>
Estimated debts	\$100,001-\$500,000	<ul> <li>Nonprofit Organization</li> </ul>
Next Clear		

3. Corporate Parent. Only needs to be used if the following applies. Otherwise bypass it.

If a corporation is filing a bankruptcy petition and if 10 percent or more of any class of the debtor corporation's equity interests are directly or indirectly owned by any other corporation(s), then the debtor is required to file a statement that identifies those corporations. After opening the case and filing the petition, this statement should be filed using the entry Statement of Corporate Ownership under the Other category in Bankruptcy Events.

During case opening, the corporate parent(s) are to be added to the case using the below process.

When inputting the corporate debtor information, if there are one or more corporate parents, click on the Corporate Parent button at the bottom of the screen to add the corporate parent(s).

Debtor Inform	nation					
Last name	XYZ CORPORAT	ПОИ	First name			
Middle name			Generation		Title	
SSN	22	22-11-1234	Tax ID	86-123456		
Office			Address 1	PO BOX 8899		
Address 2			Address 3			
City	SCOTTSDALE		State	AZ	Zip	85254
County	Maricopa 💌		Country			
Phone			Fax			
E-mail						
Party text						
Alias	Corporate parent.	Revi		l aliases and corporate clicking the Submit by		nts
Submit C	ancel Clear					

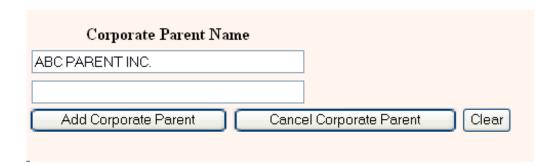
You will first be prompted to search and then add if the corporate parent is not already been listed previously in another case.



If the corporate parent is on the list displayed, simply select it from the list. If not listed, then click on create a new corporate parent. Here if ABC Bank is the corporate parent, click on it and then click on Select name from list.



If creating a new corporate parent, complete the name and click on Add Corporate Parent. You can add up to two corporate parents in one transaction. If there are more than two, after adding two, repeat the process by again clicking on the Corporate parent button at the bottom of the debtor information screen.



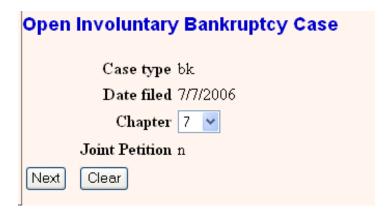
## 4. Involuntary Cases.

To open an involuntary case and file an involuntary petition, select

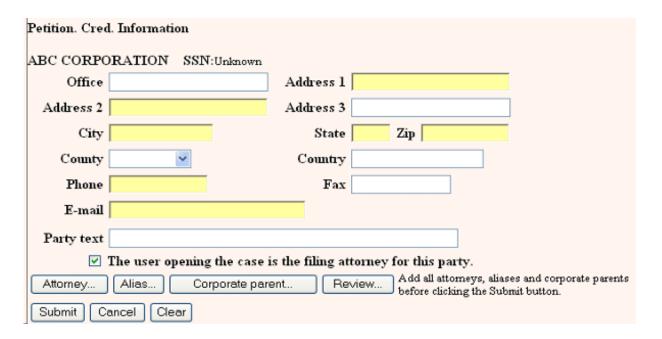
Open Involuntary BK Case

under Bankruptcy Events.

Then select either chapter 7 or 11.



You will first be prompted to add the debtor. You will then be prompted to add the petitioning creditor(s), one at a time.



Be sure to check the box that you are the filing attorney for this party. If the petitioning creditor has a corporate parent as described above, then that requirement applies. After you have added all the petitioning creditor(s), you then click on End petition. cred. selection.

Open Involuntary Bankruptcy Case		
Search for a petition. cred.		
SSN	Tax Id	
Last/Business name		
First Name		
Middle Name		
Search Clear		
End petition, cred, selection		

The docket entry at the conclusion of the filing of the involuntary petition will now read correctly.

## Open Involuntary Bankruptcy Case Docket Text: Final Text Involuntary Chapter 7 Petition Re: BRIAN JORDAN-JACKSON Filed by Petitioning Creditor(s): ABC CORPORATION (attorney SHIRLEY TEMPLE), XYZ BANK (attorney SHIRLEY TEMPLE), MNO CORPORATION (attorney SHIRLEY TEMPLE). (TEMPLE, SHIRLEY)

For issuance of an involuntary summons, you may either submit a paper summons for issuance by the clerk's office or you may (as when opening an adversary proceeding) make a request on the docket for issuance of a summons and the summons will then be issued the next business day on the docket from which you may print the summons. This Request entry is located under Bankruptcy Events Other.

Reaffirmation Agreement and Motion to Approve - Pro Se Debtor
Reaffirmation Agreement/Declaration of Attorney
Report of Sale
Request That Debtor File Tax Information Pursuant to Section 521(f)
Request for Issuance of Involuntary Summons
Schedule of Unpaid Debts in a Converted Case
Schedules
Statement of Facts